

**MAGDALEN COLLEGE SCHOOL – BRACKLEY**

**Minutes of the Full Governing Body Meeting  
held online via Teams on  
Wednesday 26 March 2025 at 7.00pm  
(reconvened from 18 March 2025)**

<b>Present:</b>	Mr J Alexander	<b>JA</b>	Parent Governor
	Miss K Brunton	<b>KB</b>	Parent Governor
	Mr R du Plessis	<b>RP</b>	Parent Governor
	Mr T Hollis	<b>TH</b>	Headteacher Governor
	Mr N Jones ( <b>Vice Chair</b> )	<b>NJ</b>	Parent Governor
	Prof C Leitmeir	<b>CL</b>	Foundation Governor
	Dr B Naylor ( <b>Chair</b> )	<b>BN</b>	Community Governor
	Dr M Pobjoy	<b>MP</b>	Foundation Governor
<b>Apologies:</b>	Mr N Arnold	<b>NA</b>	Community Governor
	Mr J Bilson	<b>JB</b>	Member Appointed Governor
	Mrs L Crossley	<b>LC</b>	Parent Governor
	Mr G Ellis	<b>GE</b>	Community Governor
	Mr C Harte	<b>CH</b>	Foundation Governor
	Mrs Charlotte Wood	<b>CW</b>	Parent Governor
<b>In Attendance:</b>	Mrs A Banks	<b>AB</b>	Deputy Headteacher
	Mrs L Martindale	<b>LM</b>	Deputy Headteacher
	Mrs C Powell	<b>CP</b>	Clerk to the Governors

The meeting was quorate.

***Governor questions and challenge are highlighted.***

**Actions**

<b>7.4</b>	Liaise with Finance to subscribe to the NGA's Learning Link package at a cost of £235 p.a.	<b>Clerk</b>
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**Decisions**

<b>7.4</b>	To take out an annual subscription to the NGA Learning Link package at a cost of £235 p.a.
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**1. Welcome & apologies for absence**

BN welcomed everyone to the meeting and thanked Governors for their flexibility in attending this rescheduled meeting on a Wednesday.

Apologies had been received and were accepted from Mr N Arnold (NA) – Community Governor, Mr J Bilson (JB) – Member Appointed Governor, Mrs L Crossley (LC) - Parent Governor, Mr G Ellis (GE) - Community Governor, Mr C Harte (CH) - Foundation Governor and Mrs Charlotte Wood (CW) - Parent Governor.

Mr J Gold (JG) - Parent Governor was not in attendance. Governors were reminded of the importance of sending apologies to either the Chair or the Clerk if unable to attend a meeting.

The meeting was quorate.

2. **Declarations of interest in respect of any items on the agenda & notice of any amendments to the Register of Interests**

There were no declarations made in respect of any items on the agenda and no amendments to the Register were noted.

BN noted that his wife is named in the Master's Report in relation to staffing.

3. **Minutes of the meeting held 14 January 2025 & review of action points**

The minutes had been shared in advance on GHub and were checked page by page for accuracy. There were no amendments made; the minutes were approved as a true record of proceedings for signing by the Chair at the next opportunity.

**Review of Action Points**

2.	New Governors to complete their entry in the Register of Interests for 2024 – 2025 on Governor Hub (GHub). <b>COMPLETE</b>
3.	Correct the spelling of the school's name and insert page numbers to the Audit Findings Memorandum. <b>COMPLETE</b>
3.	Share the internal scrutiny reports completed by Moores with EP. <b>COMPLETE</b>
3.	Amend errors on pages 14 and 48 of the Annual Report and Financial Statement. <b>COMPLETE</b>
10.1	Discuss the inclusion of Appropriate Curriculum Provision in the role of the SEND Governor with CH. <b>COMPLETE</b>
10.1	Add 'Governor responsibility for Appropriate Curriculum Provision' to the agenda for the next E&W Pastoral Committee meeting. <b>COMPLETE</b>
10.1	Consider an external review of behaviour as part of the ongoing review programme. <b>ONGOING</b> It was noted that this was discussed by the Chairs' Committee at the meeting on 11 March (see minutes). TH noted that he has a meeting scheduled with a School Improvement Partner from the Local Authority (LA) to discuss this and the plan is moving forward.
10.3	Share the list of meeting dates with the new Governors. <b>COMPLETE</b>
10.3	Advise the Clerk which Committee meetings you would like to attend. <b>ONGOING &amp; ON AGENDA</b>
10.4	Investigate other sources of Governor training including Oxfordshire Governor Services and NGA Learning Link. <b>COMPLETE &amp; ON AGENDA</b>
10.4	Coordinate new Governor induction visits with TH and BN. <b>ONGOING &amp; ON AGENDA</b>

4. **Master's report**

The Master's report had been shared in advance on GHub. The key points were summarised by TH and questions were invited.

**School Improvement Plan (SIP)**

TH noted that the most up-to-date version of the SIP is now in the folder on GHub. He summarised that progress has been good on the 'hows' and reminded Governors that each priority is reviewed once every four weeks.

TH reported that views of the Chairs' Committee had been sought on the benefits of setting a longer-term 'vision' and these are being given further consideration.

***BN asked whether there has been any improvement in overcoming the challenge of completing actions?*** TH confirmed that there are now more of the green 'hows' on the SIP.

**Risk Register**

TH noted that work is ongoing on this, with input from GE. He added that it is starting to embed and is being reviewed regularly by the Committees.

### **Governor Visits**

TH thanked the new Parent Governors for coming in to for induction visits, which had been very helpful.

### **Staffing**

TH reminded Governors that 31 May 2025 is the deadline for teaching staff to hand in their resignations if they will be leaving at the end of the school year. He noted that levels of movement are low at the moment, and staffing is reviewed fortnightly. TH reported that in addition to the resignations listed in the report, there has since been an indication that the SENCo will be resigning to take up a new position in a special school.

**BN asked if there is a need to recruit for Maths?** TH explained that it has been agreed that it would be prudent to do so, based on other potential movement within the faculty. He added that there are plans in place to make best use of all staff.

**KB asked whether a summary table of all the vacancies and recruitment would be useful?** TH suggested that this would be of limited use due to the pace of change and the challenge of keeping the information 'live' and up-to-date. This was noted.

Documents outlining the proposed staffing restructure of elements of the Senior Leadership Team (SLT) and the Pastoral leadership had been shared and were discussed. TH reported that the consultation is underway, with 24-25 responses received so far. He added that the process will move forward to interview stage from Monday 31 March and thanked those Governors who have offered their help with this.

**BN asked whether the fact that the SENCo is leaving will have an impact on this proposed restructure?** TH said that it will not and reiterated the points made at the Personnel Committee meeting on 25 March 2025 that the SENCo will focus on the practical work on the ground needed to support both students and staff. He noted that it may be necessary to think more flexibly based on how the recruitment to the post goes.

**NJ asked if there is a wide pool of people available for this post?** TH explained that like with all roles in the education sector, there is not a wide pool at all. He added that there may well be somebody available who can develop into the role. LM added that it is not a requirement of the role to be qualified, but to complete the qualification within the first three years.

**NJ asked if this will leave the school with a gap in skills and experience relating to SEND?** TH noted that the school has been very fortunate to have had SENCo skills on SLT, but this is unusual. He highlighted the reality of needing somebody to practice and learn on the job with the support of the Deputy Headteacher as line manager.

### **Premises**

TH reported that the new School Business Manager, Sukh Singh is working at pace and getting the agenda moving quickly, including a refurbishment plan for the Easter holidays.

### **Complaints**

TH noted that the number of complaints resolved at Stage 2 of the process has increased to approx. 31 since the report was written. He highlighted the robust process now in place.

**Governors asked if there is any trend or thread to the complaints being raised?** TH reported that the majority are issues relating to communication and can be resolved by explaining why processes and procedures need to be the way they are. He noted that there are no strong year group or faculty patterns evident.

A recent complaint raised through Ofsted was reported as having been dealt with.

**RP asked if there are any serial complainants?** TH reported that there are some issues of this type, which makes the timelines built into the process very valuable.

**NJ noted that there have been no Governor panel meetings so far this year, which is a positive sign that something is working.**

### **Staff workload and wellbeing**

TH noted that there was a second meeting of the Staff Welfare group today and this did not raise any significant concerns that SLT were not already aware of. The meeting also discussed the plan for an external review of behaviour.

### **School events**

***Governors noted the number and variety of successful events held.***

### **Admissions and future developments**

TH reported that the disappointing reality is likely to be around 210 students starting in Year 7 in September. He noted that this figure includes 10 current Year 6 students who are known not to have applied for a place at any secondary school.

He confirmed that the Football Programme in the Sixth Form will be viable.

It was discussed and noted that the new post of Director of Key Stage 3 will have an important role in recruitment from Year 6 into Year 7.

TH was thanked for his report.

## **5. Proposal for amendments to the staffing establishment**

This had been covered under the Master's Report.

## **6. Committee reports**

### **6.1 Audit, Risk and Assurance Committee – 21 Jan 2025**

The draft minutes of this meeting had been shared on GHub and were noted.

### **6.2 Finance and Resources Committee – 21 Jan 2025 and 13 Mar 2025**

The minutes of the meeting had been shared on GHub and the key points of business covered were noted as;

- Update on the review Crisis Management and Business Continuity Plan received
- Anti-Fraud and Corruption Policy reviewed and agreed for adoption.
- Record of Processing Activities reviewed and agreed for adoption.
- Additional meeting of the Committee agreed to welcome the new Business Manager on 13 March 2025
- Approval of plans to begin consulting on the staff restructure (SLT and pastoral work) proposal

RP added that it had been good to meet SS (SBM) on 13 March and to receive his report on the work he has done since starting in role.

### **6.3 E&W Curriculum & Standards Committee – 4 Feb 2025**

The minutes of the meeting had been shared on GHub and were summarised by BN. He thanked AB for the comprehensive report and associated data shared at the meeting.

### **6.4 E&W Pastoral Committee – 4 March 2025**

The minutes of the meeting had been shared on GHub and were summarised by BN, who highlighted the discussions on behaviour and planning for a follow-up Governor visit.

### **6.5 Chairs' Committee – 11 March 2025**

The minutes of the meeting had been shared on GHub and were summarised by BN, who noted that much of the business had been covered in this meeting. He highlighted the planning done for a Governance Review and noted that this is overdue, the last one having been completed in 2017.

## **7. Governance**

### **7.1 Governance Review**

This had been covered in the minutes of the Chairs' Committee meeting on 11 March and was summarised by BN.

#### ***RP asked if there would be anything Governors can do to prepare in advance?***

BN explained that there will be a self-assessment form to complete. TH added that the review will be led by the EPA Trust, who are a Multi Academy Trust with five schools. The negative style of last review in 2017 was noted, and TH reassured Governors that this would be a very different style of review, more collaborative than critical.

### **7.2 Update on Governor recruitment**

It was noted that there are vacancies for one Foundation, one Community and one Local Authority Governor, as well as for one Member. MP advised that the school can nominate somebody suitable for the Foundation vacancy, to be appointed by Magdalen College.

### **7.3 New Governor roles and responsibilities – Committee membership**

The new Governors were reminded to advise the Clerk of which committees they would like to attend, so meeting papers and Teams invitations can be shared.

### **7.4 Governor training – consideration of NGA Learning Link subscription**

The Clerk outlined the benefits of the National Governance Association's Learning Link standalone package, which allows online training in all subjects relating to governance for a subscription of £235 p.a. It was noted that modules include statutory topics such as safeguarding and safer recruitment, as well as induction and more specialist areas such as managing complaints and exclusions.

***Governors asked about the quality of this training?*** The Clerk noted that the NGA training is highly regarded across the sector and widely used as the most up-to-date in line with legislation and best practice.

**Governors agreed to invest in an annual subscription to Learning Link** and asked the Clerk to process this.

### **7.5 Governor visits**

It was noted that there have now been 4 induction visits by the new Governors. BN noted that 2 other visits are planned by Committees; one to meet with Heads of Faculties and one to follow-up the previous visit on behaviour. He added that other Governors are welcome to join himself and NJ for the behaviour follow-up visit.

## **8. Safeguarding update**

There were no urgent concerns to report.

## **9. Any Other Business**

### ***JA asked if documents and papers could be shared on screen during meetings?***

BN agreed that this would be useful and would be aimed for.

## **10. Date of next meeting**

Tuesday 6 May 2025 – FGB planning meeting to focus on the School Improvement Plan (SIP).

Governors were reminded to send apologies if they are unable to attend.

There being no further business the meeting closed at 7.50pm.

**Signed..... (Chair)**

**Dated.....**